



Student Registration Required Documents

1. Proof of Student's Age

Present one of the following:

- A certified copy of a birth certificate; or
- *A federal, state, county, or school document with date of birth.

Examples include a certified, hospital-issued birth record or birth certificate; military ID; valid driver's license; passport; adoption record; religious record, signed by an authorized religious official; official school transcript; official immigration documentation; or affidavit of age sworn by parent/guardian or other authorized person accompanied by a certificate of age signed by a licensed, practicing physician which states the physician has examined the child and believes the age, as stated in the affidavit, is substantially correct.

*For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service. <http://ga.georgia.gov/rover>

2. Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- Parent (natural or adoptive)
- Legal guardian with guardianship paperwork
- Foster parent appointed by a state agency
- Sponsor for approved International Exchange Program

The person authorized to enroll should present one of the following:

- Driver's license
- State identification card
- Passport
- Other official photo identification

3. Two Forms of Proof that Family Lives in Effingham County Attendance Zone

A. **MUST PRESENT:** Current Electric, Water, or Gas Bill

AND

ONE of the Following: (must be the most recent & include address) :

- Current Driver's License WITH matching Address on Application
- Current Residential Property Tax Statement or Bill
- Current Lease/Rental Agreement WITH Current Rent Receipt
- Current Home Purchase & Sales Agreement
- Current Mortgage Statement
- Current Homeowner/Renters Insurance

B. **IF** the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

- Notarized family residency affidavit including:
 - Signature of person with whom the family is living. Both parties must sign the document in front of a notary employed by the Effingham County Schools. This document must be renewed annually.
 - Signature of parent/legal guardian of student.
 - Parent of student(s) must produce one piece of official business mail with the address listed on the residency affidavit.
- Two forms of Proof of Residency in the name of the person with whom family is living (see option A required documents above for acceptable documents).

About Proof of Residency

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- Documents must be the most recent copy received.
- The bill must have the name and address of the enrolling parent/guardian or a Family Residency Affidavit is required.
- A cell phone bill is not acceptable.
- If you have any questions about Valid Proof of Residency, or need additional information please email registration@effingham.k12.ga.us or call the ECSD Central Registration Center at (912) 754-2530.

***The ECSD Central Registration Center has the right to approve/deny/request additional information about your proof of residency situation if needed. ***

4. Immunization / Health Certificate / Social Security Card

- Valid Certificate of Immunization (GA Health Dept. Form 3231), Completed ECSD Religious Objection Form (CR24), OR a Notarized Affidavit of Religious Exemption (GA Dept. of Health Form 2208). The certificate of immunization must be completed by the health department or your health care provider. A valid Form #3231 must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration.) A medical exemption, if applicable, should be noted on Form #3231 with a current date of expiration.
- Ear, Eye, Dental, and Nutrition (EEDN) Screening (Ga. Health Dept. Form #3300), available from the health department or your doctor/dentist. A local Health Department may, in its discretion, accept written records of screenings performed by private practitioners licensed in a State other than Georgia, provided that such screenings were conducted within one year prior to the time that the child is admitted for the first time to a Georgia public school. In such a case, the Health Department shall sign and issue a Certificate based upon the information in such written records and shall keep such written records on file. (511-5-6-.07)
- Valid Social Security Card with the student's social security number must be presented or a Social Security waiver form must be completed.